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State of Maryland  
**BOARD OF PUBLIC WORKS ADVISORY**  
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*BPW Advisory No.: 2004-3*

*Date: June 8, 2004*

*Subject: Correcting Certain Errors in Action Agenda Items*

*Effective Date: Immediately*

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***Purpose:*** To explain the procedure for correcting errors in fund sources and fund amounts listed on approved Board of Public Works Agenda Items.

***Background:*** This Advisory updates and restates the Board Policy and Procedure adopted as Secretary's Agenda Item 5 on April 28, 1982 ("Correcting Errors in Previously Approved DGS Action Agenda Items").

***Procedure:***

1. The following corrections may be accomplished only through an Action Agenda Item:
  - Increases in amounts (except in the limited circumstances described below).
  - Adding or substituting a general-obligation bond source that was not previously approved for that project. ***Authority:*** State Finance and Procurement Article, Maryland Code, §§ 8-117, 8-301. (Allocating expenditures to a bond fund more than five years after the expenditures were made is NOT permitted.)
  - Decreasing a grant recipient's own contribution to a project.
2. The following corrections to the Board record may be accomplished by transmitting a letter to the Secretary of the Board of Public Works with a copy to each Board member. The letter must indicate the change to the record and identify the basis for change as one of the following:
  - Correction of fund source (except adding or substituting a general-obligation bond source that was not previously approved for that project).
  - Corrections in amounts that are immaterial in relation to the total item amount and the error is clearly clerical.
  - Clerical errors.

